

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 573

FLEET MANAGER

GENERAL

Responsible administrative and supervisory work providing repair and maintenance services for a full range of city vehicles. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Analyzes operation of daily fleet preventative maintenance and unscheduled repairs.

Generates, reviews, and updates written procedures for fleet operations.

Writes vehicle and equipment specifications for bid process for annual replacement.

Controls fuel procurement and entire automated fuel disbursement system for total fleet and equipment.

Establishes procedures to comply with OSHA, Fire Inspections, Federal, State, and County regulations.

Responds to and solves daily emergencies, questions, requests, and interruptions regarding the City fleet.

Generates and reviews daily, weekly, monthly, and yearly reports for overall fleet operations.

Generates various reports as requested by various departments throughout the year. Generates annual budget for Fleet operations.

Trains City employees as required for CDL, equipment operation, radio system, and other areas as necessary.

Generates annual Employee Performance Evaluation for all Fleet Maintenance Division personnel.

Evaluates utilization of vehicles and equipment assigned to various departments for possible reassignment or deletion.

Reviews job requirements of all vehicles and equipment for possible change when scheduled for replacement.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the methods of sound management as applied to the operation of a repair and maintenance garage. Considerable knowledge of the methods and practices used to service and

repair automotive and heavy equipment. Considerable knowledge of the materials, tools, occupational hazards and safety precautions involved in the work.

Able to establish maintenance schedules and write specifications for the procurement of replacement equipment. Ability to plan, direct and supervise skilled and unskilled crafts. Ability to develop and monitor a vehicle servicing and repair operation. Skill in maintaining effective working relationships with all divisions.

MINIMUM QUALIFICATIONS

Two year degree in fleet maintenance. Extensive experience in responsible automotive repair operations including considerable experience at the supervisory level.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Ability to climb on and under equipment to inspect work or to check out problems.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.